

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

00044332

2. Reason for Submission

☐ Redescription ☐ New ☐ Hdqtrs ☐ Field
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

Promotion - Career Ladder

3. Service

☐ Hdqtrs ☐ Field

4. Employing Office Location

Atlanta GA

5. Duty Station

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1--Non-Sensitive ☐ 3--Critical
☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

9. Subject to IA Action

☐ Yes ☒ No

13. Competitive Level Code

001 DT

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

Life Scientist
Env Scientist

Env Engineer

GS

401
819 B01

12

ABW

9/11/09

b. Department, Agency or Establishment

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

Life Scientist

GS

0401

12

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

Pamela Riley

18. Department, Agency, or Establishment

US EPA Region 4

c. Third Subdivision

Drinking Water Section

a. First Subdivision

Water Protection Division

d. Fourth Subdivision

b. Second Subdivision

GRAND DRINKING WATER PROTECTION BRANCH

e. Fifth Subdivision

TODA 0000

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Dan O'Lone, Chief

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Stallings Howell, Chief

Drinking Water Section

Safe Drinking Water Branch

Signature

Date

Dan O'Lone

9/13/09

Signature

Date

Stallings Howell

9/13/09

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

US OPM JFS for GS-0800, 11/2008;
US OPM JFS for GS-1300, 12/1997;
US OPM JFS for GS-0400, 9/2005.

Typed Name and Title of Official Taking Action

Alvin B. Williams

HR Specialist

Signature

Date

Alvin B. Williams

9/11/09

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

DFO 9/13/09

ESH 9/13/09

24. Remarks

FPL:GS-12

BUS:0012

Func. Code: 94

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

5008-106

Low Risk

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Pen & ink change made to
Org. name/code due to
reorg. Effective 11-2-14

WM-10-089

ENVIRONMENTAL SCIENTIST, GS-1301 - 12
ENVIRONMENTAL ENGINEER, GS-0819 - 12
LIFE SCIENTIST, GS-0401 - 12

I. INTRODUCTION

The incumbent serves as an engineer/scientist in the Drinking Water Section, Safe Drinking Water Branch, Water Management Division, EPA Region 4. The incumbent will work with Agency staff/management, States, and external customers to oversee activities and grants related to the Safe Drinking Water Act's Public Water Supply Supervision (PWSS) Program. These activities may include State PWSS Program oversight, homeland security measures for public water systems in EPA Region 4, and direct implementation of the PWSS Program on EPA Region 4 tribal lands and Interstate Carriers/Conveyances. The incumbent will also support the State PWSS Programs use of SDWIS Fed, and will conduct activities to ensure high quality data in SDWIS for Region 4.

II. MAJOR DUTIES

Provides technical, scientific, engineering, programmatic, and data management assistance and guidance to States, Tribes, the regulated community, and to the public in the interpretation of regulations, policy, and guidance for implementation of the Safe Drinking Water Act.

Analyzes and resolves complex environmental, scientific/engineering, and technical issues necessary to implement the Safe Drinking Water Act. Assists and advises EPA Headquarters, regional personnel, state, tribal, and local officials, private industry, the general public and/or other Agency customers regarding engineering/scientific/technical data and/or activities necessary to implement the Safe Drinking Water Act.

Develops, evaluates, and negotiates state public water supply supervision annual program work plans to ensure all Safe Drinking Water Act requirements and regulations are addressed. Conducts on-site state visits with senior state program officials to track and review annual programmatic accomplishments in the public water supply program. May lead negotiations with State officials to resolve program issues documented in mid-year and end-of-year reports.

Evaluates and reviews state primacy applications for technical and legal stringency with the Safe Drinking Water Act regulations. Conducts negotiations with the state to resolve noted discrepancies in primacy application. Coordinates concurrence with EPA Headquarters and Regional legal staff on legal stringency of primacy applications. Prepares legal public notices for public action and conducts public hearings if necessary.

May serve as a project officer for the Region's public water supply supervision (PWSS) state or tribal program grants. May conduct technical reviews of annual state PWSS grant applications to ensure that statutory requirements of the Safe Drinking Water Act and programmatic needs are met.

Disseminates engineering/scientific/technical/programmatic information through oral briefings, written documents, and workshop/conference/seminar presentations, and/or public hearings.

Facilitates Agency communication and coordination with states concerning their own emergency response protocols related to drinking water systems, and with water utilities on security enhancements.

May manage contracts used in performing extramural resource management work including the responsibility for monitoring performance to accomplish design, research, analytical projects, and/or programmatic activities necessary to successfully implement the Safe Drinking Water Act.

Serves as a staff or member on project, program, or task force team or workgroup, contributing engineering/technical/programmatic analysis and recommendations to resolve environmental and/or programmatic issues, activities, and/or problems.

Analyzes, acquires, documents, tests, implements, integrates, maintains, or modifies computer systems or software related to SDWIS/Fed. Develops or maintains application programs software or operating systems necessary to insure a high quality of data submitted by states and provides technical expertise in data retrieval for program indicators and NPDWR violations.

III. FACTORS

Factor 1. Knowledge Required by the Position

Professional knowledge of the theory, principles, concepts and methods of environmental engineering/environmental science applicable to the full range of duties concerned with implementation of the regulatory and assistance programs under the Safe Drinking Water Act.

Familiarity with related disciplines, such as environmental science and public health administration.

Skill sufficient to adapt standard practices, concepts or techniques for application to water treatment, public water system operation and state/Federal public water supply system supervision programs.

Skill in assessing the impact of contaminants on water treatment, distribution, and on public health.

Knowledge of facility security protocols applicable to drinking water systems and ability to assist states with emergency response and coordination protocols applicable to state drinking water programs.

Knowledge of a wide range of computer techniques, requirements, methods, sources, and procedures to perform a variety of assignments in the assigned application or specialty area.

Knowledge of technical system design, data management and/or maintenance principles and techniques.

Factor 2. Supervisory Controls

Supervisor makes assignments in the form of broad functional responsibilities together with broad objectives. Individual projects or work to be done, priorities, and deadlines are established by the employee in consultation with the supervisor. The employee independently plans own work, coordinates with other engineers or subject matter specialists, resolves problems, and carries assignments through to completion. Work is normally accepted as technically accurate but subjected to review upon completion for achievement of objectives, conformance to policy, and compatibility with the work of other functional elements of the organization.

Factor 3. Guidelines

Guidelines consist of agency manuals and publications; textbooks; local, State, and Federal codes and standards; publications of professional societies; and agency policy program directives. The employee is expected to be thoroughly familiar with such guidelines and be able to select from among alternative approaches or develop new methods when established practices are inadequate. Judgment and originality are required to correlate theoretical considerations with experience to evolve compromises and to plan and coordinate action promptly to assure efficient and technically adequate responses to problems.

Factor 4. Complexity

Assignments involve the interpretation and implementation of policy and program directives that generally require supplementation to provide adequate coverage for a range of subjects involving public safety and welfare and the protection of natural resources. Individual assignments typically involve complex features, requiring modification or adaptation of conventional practices and criteria. The employee is expected to analyze the impacts on states of new reporting requirements, changes in SDWIS versions, and troubleshoot data submission errors.

Factor 5. Scope and Effect

The purpose of the position is to coordinate and implement the SDWA=s PWSS program and assist the section in implementing assigned projects/programs. The work performed comprises the basis for pollution abatement efforts in assuring conformity to national and regional regulations and guidelines established for the protection of the environment and the health and safety of residents within the eight states of Region 4. The incumbent=s recommendations and decisions impact agency, state and local water quality management programs, and environmental objectives. The work also involves investigating and analyzing a variety of unusual problems, questions, or conditions associated with SDWIS.

Factor 6. Personal Contacts

Personal contacts are with subject matter specialists, including lawyers within the region and headquarters; Federal, State, and local officials and subject matter specialists; and officials or subject matter specialists of varied industrial concerns.

Factor 7. Purpose of Contacts

Contacts are for the purpose of obtaining, providing, and exchanging information, coordinating work efforts; resolving technical, legal, and/or administrative problems which arise from program activities; negotiating regarding commitments and deadlines; and carrying out other responsibilities.

Factor 8. Physical Demands

Work within the office is sedentary; however, there may be some walking or bending involved in activities such as inspections or site visits.

Factor 9. Work Environment

Work, for the most part, is performed in an office setting, although some travel is required.

Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information

Name Pamela Riley

Position Number _____

Title Life Scientist

Series/Grade GS-12

Organization Water Protection Division/Safe Drinking Water Branch/Drinking Water Section

Percentage of Time Spent on Extramural Resources Management

- ☐ This position has no extramural resources management responsibilities.
- ☒ Total extramural resources management duties occupy less than 25% of time.
- ☐ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- ☐ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor=s Signature Don O'Leary Date 9/3/09

Personnel Specialist=s Signature Dale Thon Date 9/24/10

Part 1. Contracts Management Duties

Pre-award:

- ☐ Plans procurements
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares procurement requests
- ☐ Writes statements of work
- ☐ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☐ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (list)

Post-award:

- ☐ Prepares delivery orders
- ☐ Reviews contractor work plans
- ☐ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

- ☐ Monitors management and performance of delivery orders/work assignments after award
- ☐ Defines scope of work for work assignments
- ☐ Approves payment requests or ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☐ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

Percentage of Time Spent on Contracts Management:

%

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant=s workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☒ Monitors recipient=s activities and progress
- ☒ Reviews reports and deliverables and notifies recipient of comments
- ☒ Provides technical assistance to recipients

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

- ☒ Advises Grants Management Office of potential problems/issues
- ☒ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☐ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☒ Conducts periodic reviews to ensure compliance with agreement
- ☒ Other (list) *do technical officer on continuing prog. grant.*

Close-out:

- ☒ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management:

%

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State contracts payment receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Time Spent on Interagency Agreements Management:

%



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

SF 52 Checklist

SF 52 Request #: WM-10-089

Position Title/Series: Life Scientist, GS-0401-12

Entry Grade(s)/Full Performance Level of Position: GS-09/12

Functional Title (e.g., On-Scene Coordinator, PO, RPM, Accountant): _____

DIRECTIONS: This form must be completed by the hiring official or supervisor for all personnel actions involving a change in position description (exceeding 180 days) and must be submitted along with the SF 52 Request for Personnel Action.

Is this position one of the following that has been predesignated? Yes ☐ No ☒

If you answered "Yes," please skip all remaining questions, sign and date the form.

- | | |
|---|--|
| <input type="checkbox"/> On-Scene Coordinator (High Risk) | <input type="checkbox"/> Contract Specialist (Moderate Risk) |
| <input type="checkbox"/> Remedial Project Manager (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 12 and below (Low Risk) |
| <input type="checkbox"/> RCRA Corrective Action Officer (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 13 and above (Moderate Risk) |
| <input type="checkbox"/> Inspector (Moderate Risk) | <input type="checkbox"/> Attorney (Moderate Risk) |
| <input type="checkbox"/> Criminal Investigator (High Risk) | <input type="checkbox"/> Deputy Division Director (High Risk) |
| <input type="checkbox"/> Grants Project Officer (Moderate Risk) | <input type="checkbox"/> Supervisor of High Risk Employees (High Risk) |
| <input type="checkbox"/> Contract Project Officer (Moderate Risk) | |

Directions for Questions 1-13: Answer all "Yes/No" questions. For questions answered "Yes," check all items that apply. Where explanation is requested, attach additional pages if needed.

(1) Requires access to classified or sensitive information or materials: Yes ☐ No ☒

- | | |
|--|---|
| <input type="checkbox"/> Secret | <input type="checkbox"/> Other information that if compromised could cause harm |
| <input type="checkbox"/> Top Secret | <input type="checkbox"/> Audits |
| <input type="checkbox"/> Personally identifiable information | <input type="checkbox"/> Investigations |
| <input type="checkbox"/> Proprietary information | <input type="checkbox"/> EPA's financial resources/records |
| <input type="checkbox"/> Confidential business information | |

Hazardous or dangerous material (nuclear, biological, or chemical) Yes ☐ No ☒

What hazardous materials are involved? _____

(2) Makes final decisions or authoritative recommendations, including ones that may have a direct effect on health and safety:

Yes ☐ No ☒

(3) Supervision level received:

- ☒ Close supervision
☐ General supervision
☐ Administrative only

Work is reviewed:

- ☒ While in progress
☐ Only after completion

Administrative controls are in place: Yes ☒ No ☐

What are they? Sign-off on documents by senior staff/supervisor/managers

(4) Obligates the Agency to take action or to spend funds. Yes ☐ No ☒

What actions? _____

What amount of funding? _____

What is the financial limit? _____

SF 52 Request#: WM-10-089

(5) Interacts with external contacts in performing duties, and/or represents the Agency to external organizations or citizens:

Yes ☒ No ☐

Communicates with:

- ☒ Individuals
- ☒ Government-wide audience
- ☒ Audience beyond government

Communication products involved are:

- ☒ Technical or policy reports
- ☐ Documents containing sensitive information
- ☒ Outreach or public relations material
- ☒ Material posted on the EPA intranet or website

(6) Makes policy: Yes ☐ No ☒

(7) Protects critical infrastructure systems/programs, such as water treatment or other utilities and telecommunications:

Yes ☐ No ☒

What is involved? _____

(8) Directly enforces health regulations and/or protects public safety: Yes ☐ No ☒

(9) Investigates or audits government/other personnel, programs and activities: Yes ☒ No ☐

What personnel, programs and/or activities are involved? Georgia's Public Water System Supervision Program

(10) IT position that creates, programs, administers, or protects government information technology systems, databases or infrastructure: Yes ☒ No ☐

(11) Requires credentials: Yes ☐ No ☒

(12) The scope of this position is:

- ☐ Local
- ☒ Regional
- ☐ National
- ☐ Global

The impact/potential harm this position could cause would be:

- ☐ Internal to EPA
- ☐ Government-wide
- ☒ Beyond the government

(13) Other unique or critical characteristics/duties/requirements not covered above? Yes ☐ No ☒

Explain what they are: _____

Fred McManus

Name (Please Print)

Env. Program Mgt. Officer

Title

Fred McManus

Signature

9/8/10

Date

PSB Use Only

Risk Designation: